

C O U N C I L C O M M U N I C A T I O N

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATP:
September 23, 1989

SUBJECT: AMEND CLASS SPECIFICATIONS

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the *City Council* approve the amended class
specifications (*Resolution 89-133*) for:

Parking Enforcement Assistant
Police Sergeant

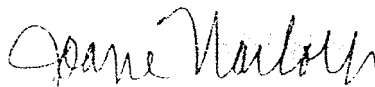
BACKGROUND INFORMATION: These amendments are proposed in order to accurately
maintain the City of *Lodi's* current classification plan.

These are routine updates of existing classifications.

The *Finance* and the *Police* Department have worked with the
Personnel Department and concur with these changes.

This adjustment is to be effective September 20, 1989.

Respectfully Submitted,



Joanne Narloch
Personnel Director

cc: Chief Hughes

JN/kt
Attachments
COUNCO10/TXTA.04P

September 1989

CITY OF LODI

Police Sergeant

DEFINITION :

Under general supervision, organizes, directs, schedules and reviews the work of Police Officers and support staff and participates in a variety of duties involved in enforcement of laws and ordinances, **crime** prevention and investigation; directs and performs specified staff assignment; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class may be assigned as a first line supervisor directing the work of Police Officers and others, as an investigator performing criminal investigations or may be assigned administrative staff functions.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Patrols an assigned area of the City to observe, supervise and instruct subordinate officers; assists or provides direction to Police Officers with points of procedure, policy and regulations or emergency situations. Supervises and coordinates crime scene activities and major incidents; guides and directs officers and ensures crowd control and the protection of evidence and the scene.

Responds to and resolves citizen complaints regarding police activities within established guidelines and authority.

Reviews submitted reports and records and directs **corrections** as needed; ensures proper appearance and condition of uniforms, equipment and department facilities.

Serves as back-up officer in patrol situations as needed.

Acts as the Watch Commander in the **absence** of the assigned Lieutenant.

Conducts public presentations and meetings.

Coordinates training to provide advanced officer and monthly in-service training for all personnel; maintains training records.

Searches records for relevant **data**, presents information in court, and maintains statistical data regarding citizens complaints and their disposition.

Serves as liaison with the Personnel Department to provide information for recruitment and examination purpose::.

Performs background investigations of all police **applicants** for employment, and checks backgrounds on business license **applicants**.

Reviews false alarm tallies for excess **use** and **initiates** fine/penalty process for violators.

Completes policy review and legislative updates and **other** duties assigned by the Chief of Police.

Reviews crime reports, assigns investigator when follow-up is determined necessary; manages caseload assignments of investigators, monitors caseload progress.

Serves as a search warrant team leader, coordinating all entry activity during both planning and implementation stages.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles of supervision.

Principles, practices, techniques and equipment used in law enforcement, patrol, -crime scene and later investigation, pursuit and apprehension of suspects, and arrest and custody of prisoners.

Laws, codes, regulations and court rulings governing suspect and prisoner rights, jail operations, search and seizure, and rules of evidence.

Safety practices and precautions pertaining to police work.

Skill to:

Plan, assign, direct and review the work of others.

Assess emergency situations and direct appropriate response strategies; remain calm and take appropriate actions under pressure.

Interpret and apply complex laws, procedures and policies.

Establish and maintain effective working relationships with staff, other agencies and the general public.

Maintain accurate records and prepare clear, concise reports and other written materials.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

Three years of experience as a Police Officer

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C or 3j from the California Department of Motor Vehicles.

September 1989

CITY OF LODI

Parking Enforcement Assistant

DEFINITION:

Under general direction, patrols the City to enforce parking and vehicle ordinances; issues parking citations; reports and responds to traffic and emergency situations; **performs** other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for patrolling the City and enforcing parking and vehicle ordinances. Additional functions include operating a PBX switchboard on a relief basis as needed and other office duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Field Services Supervisor.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

Patrols assigned area, operating a motorized scooter, chalking and issuing overtime parking citations-
Patrols permit areas and issues citations for vehicles parked **illegally**.
Patrols major shopping areas for handicap and Eire lane violations.
Processes delinquent parking citations and maintains log.
Assists Finance Department with sorting mail, providing relief at switchboard, and other office duties.
Uses radio to contact police dispatcher to verify auto registration, arrange for towing and call ~~for~~ emergency assistance.
Maintains records related to work performed.
Tabulates monthly log of citations issued,
Testifies in court cases related to parking violations and citations as required.
Responds to questions from the public on parking laws, ordinances, and City operations and functions.
Orders and acquires equipment and supplies for patrol function.

MINIMUM QUALIFICATIONS:

Knowledge of:

City streets and geography.
Basic Mathematics.
Safe work methods and safety regulations pertaining to the work including driving habits.
Basic recordkeeping principles and practices.

Skill to:

Understand and follow written and oral instructions.
Read and apply parking codes and ordinances.
Deal tactfully and effectively **with** those encountered in the course of work,
including hostile and irate citizens.
Prepare and maintain organized and accurate records.
Use sound independent judgement within established guidelines.
Operate a two-way radio.
Operate a manual transmission vehicle.
Type at a speed necessary for adequate job performance.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Equivalent to completion of high school.

Experience:

One year of experience in a position involving **public** contact or independence in performance of duties.

LICENSES AND CERTIFICATES:

Possession of a **valid** Driver's License (Class C or 3) **from** the California Department of ~~Motor~~ Vehicles.

RESOLUTION NO. 89-133

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATIONS
FOR PARKING ENFORCEMENT ASSISTANT AND POLICE SERGEANT

RESOLVED, that the City Council of the City of Lodi does hereby approve the amended class specifications for Parking Enforcement Assistant and Police Sergeant, as shown on Exhibit A and Exhibit B respectively, attached hereto and thereby made a part hereof.

FURTHER RESOLVED, that this adjustment shall become effective September 20, 1989.

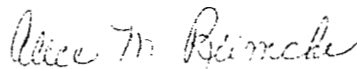
Dated: September 20, 1989

I hereby certify that Resolution No. 89-133 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 20, 1989 by the following vote:

Ayes: Council Members - Hinchman, Olson, Pinkerton, Reid and Snider
(Mayor)

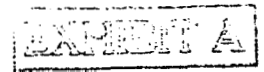
Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

89-133

RES89133/TXTA.025



September 1989

CITY OF LODI

Parking Enforcement Assistant

DEFINITION:

Under general direction, patrols the City to enforce parking and vehicle ordinances; issues parking citations; reports and responds to traffic and emergency situations; performs other duties as assigned.

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SUPERVISION RECEIVED AND EXERCISED

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EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

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Patrols permit areas and **issues** citations for vehicles parked illegally.

Patrols major shopping areas for handicap and fire lane violations.

Processes delinquent parking citations and maintains log.

Assists Finance Department with sorting mail, providing relief at switchboard, and other office duties.

Uses radio to contact police dispatcher to verify auto registration, arrange for towing and call for emergency assistance.

Maintains records related to work performed.

Tabulates monthly log of citations issued.

Testifies in court cases related to parking violations and citations **as** required.

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September 1989

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Police Sergeant

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